

## Records Retention Schedule

### GEORGIA DEPARTMENT OF HUMAN RESOURCES

**Division/Office:** Office of Technology & Support

**Section/Unit:** Information Technology Section  
Telecom Coordination

**Schedule Use:** Department Wide

**Schedule No.:** 94-0022

**Admin. Chg. Date:** 10-15-97

**Record Series Title:** TELECOMMUNICATION WORK ORDER FILE

**Description:** Documents relating to requesting additions, changes and deletions of telecommunication systems, equipment and related services.

Included are: Telephone, Facsimile, and Other Related Equipment (form 5076); Telephone Work Order Request (form C-2); Radio Leasing Agreement; and related correspondence.

**File Arrangement:** By organizational entity.

**Retention/Disposition Instructions:**

1) INFORMATION TECHNOLOGY SECTION

Cut off file at end of each fiscal year; hold in current files area 1 year; transfer to State Records Center; hold 4 years; then destroy.

2) ALL OTHER DHR ORGANIZATIONAL ENTITIES

Cut off file at end of each fiscal year; maintain in current files area until all audits have been completed, program questions have been answered and no longer needed for reference; then destroy.

**Confidential:** No-Open Record

**Supersedes:** 94-0022 (approved 8-23-94)

M97-253

(94-0022)

970922-03

**STATE RECORDS COMMITTEE**

**Approval Signature Sheet**

**Records Retention Schedule**

**Application #921028-02**

Sheet 5 of 5

Schedule Number: 94-0022

Effective Date: 08/23/94

**Creating Agency:** Department of Human Resources  
Office of Support Services  
Facilities Support Section  
Telecommunications Unit

**Series Title:** Telecommunications Work Order File.

**Dates Covered:** 1990 and [ongoing]

**Access:** Open.

**Disposition  
Instructions:**

**Facilities Support Section:**

Cut off files at end of fiscal year.

Hold in current files area one (1) year.

Transfer to State Records Center and hold four (4) years.

Destroy.


**All Other DHR Organizations:**

Cut off at end of fiscal year.

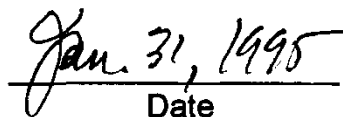
Maintain in current files area until all audits and program questions have been answered and the file is no longer needed for reference.

Destroy.

The State Records Committee has authorized the approval of these disposition instructions for the records series described in the attached records retention schedule application.



Edward Weldon  
Secretary of State Designee

  
Date